



115th COMPOSITE SQUADRON (NORTHWEST ARKANSAS)
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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April 5th, 2021

MEMORANDUM FOR All Unit Cadet Members

FROM: 115th Composite Squadron Deputy Commander for Cadets

SUBJECT: Squadron Attendance and Progression Expectations

1. As the Arkansas Wing starts to return to cadet in-person meetings, we wanted to communicate cadet attendance and progression expectations for the squadron. Throughout the COVID pandemic, both the national command and the squadron have relaxed these measures as we wanted to reduce the amount of stress on cadets and staff. Now that we will be restarting in-person meetings on April 13th, 2021, we need to go back to the spirit and the letter of the cadet oath so that cadets can progress in the cadet program.
2. Cadet Oath from the cadet membership application form and multiple cadet guides:
"I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."
3. Cadet Attendance Expectations:

From Civil Air Patrol (CAP) Regulation CAPR 60-1:

- 3.3.1.1. Attendance & Promotion Eligibility. Active participation is a promotion requirement because direct, in-person involvement in the Cadet Program is the most effective way for cadets to demonstrate their learning. "Active participation" is not precisely defined because the reason for, frequency of, and duration of absences varies greatly. Commanders should consider cadets "active" if they participated in four meetings or activities during the previous eight weeks.
- 3.3.1.2. Attendance & Leadership Opportunities. A cadet's ability (or inability) to attend meetings on a regular basis may affect his or her opportunity to serve in a leadership position. Members of the cadet staff need to be dependable, regular participants. Unit commanders exercise their judgment on these matters on a case-by-case basis.
- 3.3.1.3. Occasional Absences. If a cadet knows he or she will be absent, the cadet is expected to notify local leaders through the chain of command.
- 3.3.1.4. Extended Absences. If the cadet will be absent for multiple weeks, the cadet is expected to file a leave of absence with the unit commander, in writing, indicating the expected date of return. During a leave of absence, participation in special activities beyond the weekly meeting is at the discretion of the unit commander.

Squadron Expectations:

- We are willing to work with all cadets as COVID is still present in the community. We ask that formal written communication be used so we can document exceptions for all parties.

- All missed weekly meeting absences must be reported via the online form located on the meeting announcements page one (1) hours before the start of the cadet meeting. Please do not e-mail regarding a cadet being absent from the meeting. Only two (2) consecutive missed meetings are allowed; otherwise, this is an extended absence.
- All extended absence waivers must be in writing per 3.3.1.4 and sent to the squadron commander for review and approval before the start of the absence.
- Failure to communicate two (2) absences will have a written warning sent to cadet and parents.
- After the 6th absence from a cadet meeting, Civil Air Patrol (CAP) will start the cadet separation process.
- After the 2nd attendance warning letter, CAP will start the cadet separation process.
- Failure to follow the extended absence approved waiver, CAP will start the cadet separation process.

4. Cadet Activities:

Cadets must be at one activity per promotion cycle or every three months, whichever is less. Cadets are required to be active in cadet meetings and promoting to be included in activities.

Activities include: Orientation Rides, Emergency Services Training (local and remote), CAP Community Support, wing conferences, and wing and regional activities, to name a few.

Activities do not include: Weekly meetings and cadet promotions.

5. Cadet Promotion Expectations:

For the cadet to get the most out of the Civil Air Patrol cadet program, cadets need to be frequently promoting in the program. Failure to progress limits what they get out of the program. During COVID, we have not been enforcing a standard due to, again, not overwhelming cadets and staff. Outlined below is the CAP standard for cadet promotions:

- Cadets are eligible for promotion every 56 days.
- No promotion in 90 Days (3 Months) - Written warning sent to cadets and parents.
- No Promotion in 120 Days (4 Months) - CAP will start the cadet separation process.

Now that cadets can start back to in-person meetings, we plan to semi-reset the clocks so that cadets that have not promoted in more than 120 days have time to get current.

Assuming the cadet has not promoted in the last 120 days at the restart of in-person meetings on April 13th, 2021 (Must have promoted since December 14th, 2020):

- No promotion in 30 days after starting of in-person meetings - Written warning sent to cadets and parents. (May 13th, 2021)
- No Promotion in 60 days after starting of in-person meetings - CAP will start the cadet separation process. (June 12th, 2021)
- Once a cadet at promoted, we revert to pre-COVID rules with 90 and 120 days.

6. If parents or cadets have questions about these expectations, we ask that parents communicate first by writing to the deputy commander for cadets, Lt Col Rine, or the squadron commander, Maj Grotts. We want to make every effort to keep cadets interested and advancing in the cadet program. Still, communication is paramount, so we are all working toward the same goals and objectives.

Sincerely,

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CONCUR:

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